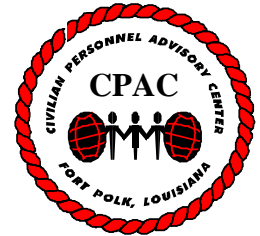




# CIVILIAN PERSONNEL ADVISORY CENTER FORT POLK, LOUISIANA 71459-5341



**"A Return to Prominence -- The Year to Excel."**

**CPAC INFORMATION BULLETIN  
NUMBER 68**

**MARCH 2005**

## THERE IS SPRING

Where there are love and generosity, there is joy.  
Where there are sincerity and sacrifice, there is friendship.  
Where there are harmony and simplicity, there is beauty.  
Where there are prayer and forgiveness, there is peace.  
Where there are moderation and patience, there is wisdom.  
Where there are conflicts and crises, there is opportunity.  
Where there are wonder and adventure, there is growth.  
Where there are adoration and confession, there is worship.  
Where there are compassion and concern, there is God.  
Where there are faith and hope, there is spring.

~~By William A. Ward.~~



## NSPS PROPOSED REGULATIONS

### References:

a. CPAC Information Bulletin No. 65, dated December 2004, "National Security Personnel System (NSPS)."

b. CPAC Information Bulletin No. 66, dated January 2005, "National Security Personnel System (NSPS) Update."

In November 2003, Congress gave the Department of Defense (DoD) new authority to establish and implement a new human resources management system, known as the National Security Personnel System (NSPS). This new system was to be developed jointly with the Office of Personnel Management (OPM). NSPS will set new rules for basic pay, classification, performance management, staffing, labor relations, adverse actions, and employee appeals. It aligns DoD human resources management system with the Department's critical mission requirements and protects the civil service rights of employees.

The proposed regulations for NSPS have been published in the Federal Register, and are now available for public review and comment. You are invited to participate in this rulemaking by reviewing the proposed regulations and submitting comments, data, or views. The deadline for submitting comments is March 16th, 2005. To review the proposed regulations and to submit comments, please go to the official website at <http://www.cpms.osd.mil/nsps>. Comments received will be posted on the official website, without change,

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as they are received, unless the comment contains security-sensitive material, confidential business information, or other information whose public disclosure is restricted by statute. The system is an "anonymous access" system, which means that DoD and OPM will not know your identity, email address, or other confidential information unless you provide it in the body of your comment. Unless a comment is submitted anonymously, the names of all commenters will be public information. Please ensure that your comments are submitted within the specified open comment period, 14 February 2005 through 16 March 2005. Comments received after the close of the comment period will be marked "late," and DoD and OPM are not required to consider them in formulating a final decision.

To ensure that Fort Polk employees are afforded the opportunity to participate in the process, the Command has agreed that a reasonable amount of official time and access to your office computer may be granted. Of course, you must request your supervisor's approval before stopping work to participate. That is, use of official time and access to the office computers to review and comment on the proposed regulations are subject to your supervisor's approval.

We trust you will avail yourself of this opportunity. Should you have any questions, please contact your HR Advisor at 531-4020.

**"We only want that which is given naturally to all peoples of the world, to be masters of our own fate, only of our fate, not of others, and in cooperation and friendship with others."**

**Golda Meir (1898-1978)**

## **MARCH MANDATORY TRAINING**

**Mandatory Training for FY 05** will be conducted during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Everyone is required to

attend this training.... Mark your calendar and plan to attend.

The March 2005 training dates are:

**8 March 2005  
23 March 2005**

The location of the training is the new Library/ Education Center, Bldg 660, room 223.

The schedule of training is as follows:

0800-0930 - Alcohol and Drug Abuse  
0930-0940 - break  
0940-1010- Security  
1010-1020 - break  
1020-1120 - DA Ethics Training  
1140-1240 - Lunch  
1240-1540 - E/POSH

## **ANTI-TERRORISM TRAINING**

The March 2005 Level 1 Anti-Terrorism onsite class date is scheduled for **22 March 2005, 0830-1200 hours at the Library/ Education Center, Bldg 660, Room 223.**

All birth-month employees are required to attend this training **OR** complete this training online prior to 22 Mar 05 as follows:

The online location of the training is <http://at-awareness.org> the access code is **aware**. Once you get in you will be asked to sign-up. Please complete the sign-up form and submit. After submission you will be able to log on immediately. Make sure that you remember your username and password.

- Click on AT Level 1 Course
- When ready to begin the training - scroll down to Begin the Training and click on cv
- The rest is user friendly

All individuals who choose to complete the training online must print a copy of the certificate of training and fax it to Tami Culbreath at 531-1856. Include the social security number on the certificate of completion.

## RESUMIX How-To Movie

New Resume Builder movie introduces the Army's resume builder for applicants and employees. Movie can be accessed at <http://www.chra.army.mil/howtomovies/index.htm>

**Spring is nature's way of saying, "Let's party!"**  
~Robin Williams

## HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2005

HOLIDAY	DATE DESIGNATED	TRAINING/ LIBERAL LEAVE
Memorial Day	30 May 2005	27 May 2005
Independence Day	4 July 2005	1 July 2005
Labor Day	5 September 2005	*Pending
Columbus Day	10 October 2005`	*Pending
Veteran's Day	11 November 2005	*Pending
Thanksgiving Day	24 November 2005	*Pending
Christmas Day	26 December 2005	*Pending

\*Approved training holidays will be published at a later date.

For additional information pertaining to the holiday and liberal leave schedule refer to CPB 01-05 dated 3 January 2005.

**DID YOU KNOW....** There are 1.6 million women who are military veterans; another 164,000 currently serve in the armed forces.

## AKO Username Changes

Do you need to change your AKO username? Username changes are available to anyone who has just been married/divorced, has had a legal name change, or has a misspelled or inappropriate username. Please note that you must first contact your Personnel Office/S1 and have your information updated in the Total Army Personnel Database before AKO will change your username.

Click here for the [AKO Username Policy](#), or view the [Username Change FAQ](#) for more information.

To request a username change, send an email to [help@us.army.mil](mailto:help@us.army.mil) that includes:

- Your current AKO username
- Last 4 digits of your SSN
- Your preferred new username

## Elimination of the TSP Open Seasons: July 1, 2005

Public Law 108-469, which was signed into law on December 21, 2004, eliminates the Thrift Savings Plan open seasons and the restrictions on contribution elections which are tied to open seasons. **The Federal Retirement Thrift Investment Board will implement this law on July 1, 2005.** There will be one more open season, April 15 through June 30, 2005. This means that participants may file contribution elections at any time beginning April 15. Through June 30, these elections will be processed under the current rules. Beginning July 1, contribution elections will be processed under the new rules — that is, the elections must be made effective no later than the first full pay period after they are filed. To

make a TSP change or election, employees may access the Employee Benefits Information System (EBIS) through the web from the ABC-C home page at <https://www.abc.army.mil> or the Interactive Voice Response System (IVRS) by calling the toll-free number **1-877-276-9287** or **1-877-276-9833** for Hearing Impaired.

The law does not affect the waiting period new employees covered by the Federal Employees' Retirement System must serve before they become eligible for agency contributions to their accounts. In addition, the law does not affect contribution allocations or interfund transfers, which can be made at any time by accessing web site:

<http://www.tsp.gov/>, or the TSP ThriftLine at 1-TSP-YOU-FRST (1-877-968-3778) or the TDD number for the hearing impaired at 1-TSP-THRIFT5 (1-877-847-4385), or by completing the TSP-50, Investment Allocation Form, and mailing it to the address shown on the form. This form cannot be obtained from the TSP website, but is available by contacting the TSP Office at the toll-free number listed above.



REMINDER...TSP Open Season ... The next Thrift Savings Plan (TSP) Open Season will begin April 15 and will end June 30, 2005.

### TSP RATES OF RETURN

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Rates of Return were updated on 1 March 2005.

	<b>G Fund</b>	<b>F Fund</b>	<b>C Fund</b>	<b>S Fund</b>	<b>I Fund</b>
Feb 2005	0.37%	(0.57%)	2.06%	2.04%	4.34%
Last 12 Months* (3/1/04 – 2/28/05)	4.36%	2.36%	6.24%	10.42%	18.64%

The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual

total rates of return used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be found at

<http://www.tsp.gov/rates/monthly-current.html>.

## TSP FUNDS

**C Fund** – invested in short-term risk-free U.S. Treasury securities that are specially issued to the TSP

**F Fund** – invested in a bond index fund that tracks the Lehman Brothers U.S. Aggregate (LBA) bond index

**C Fund** – invested in a stock index fund that tracks the Standard & Poor's (S&P) 500 stock index (which comprises large companies)

**S Fund** – invested in a stock index fund that tracks the Dow Jones Wilshire 4500 Completion stock index (which comprises medium and small companies)

**I Fund** – invested in a stock index that tracks the Morgan Stanley Capital International EAFE (Europe, Australasia, Far East) stock index (which comprises stocks in 21 countries)



## The History of Women's History

Before 1970, women's history was rarely the subject of serious study. As historian Mary Beth Norton recalls, "only one or two scholars would have identified themselves as women's historians, and no formal doctoral training in the subject was available anywhere in the country." Since then, however, the

field has undergone a metamorphosis. Today almost every college offers women's history courses and most major graduate programs offer doctoral degrees in the field.

**The Women's Movement ...** Two significant factors contributed to the emergence of women's history. The women's movement of the sixties caused women to question their invisibility in traditional American history texts. The movement also raised the aspirations as well as the opportunities of women, and produced a growing number of female historians. Carroll Smith-Rosenberg, one of the early women's historians, has remarked that "without question, our first inspiration was political. Aroused by feminist charges of economic and political discrimination . . . we turned to our history to trace the origins of women's second-class status."

**New Social History ...** Women's history was also part of a larger movement that transformed the study of history in the United States. "History" had traditionally meant political history—a chronicle of the key political events and of the leaders, primarily men, who influenced them. But by the 1970s "the new social history" began replacing the older style. Emphasis shifted to a broader spectrum of American life, including such topics as the history of urban life, public health, ethnicity, the media, and poverty.

**The Personal Is Political ...** Since women rarely held leadership positions and until recently had only a marginal influence on politics, the new history, with its emphasis on the sociological and the ordinary, was an ideal vehicle for presenting women's history. It has covered such subjects as the history of women's education, birth control, housework, marriage, sexuality, and child rearing. As the field has grown, women's historians realized that their definition of history needed to expand as well—it focused primarily on white middle-class experience and neglected the full racial and socio-economic spectrum of women.

**Women's History Month ...** The public celebration of women's history in this country began in 1978 as "Women's History Week" in Sonoma County, California. The week including March 8, [International Women's Day](#), was selected. In 1981, Sen. Orrin Hatch (R-Utah) and Rep. Barbara Mikulski (D-Md.) co-sponsored a joint Congressional resolution proclaiming a national Women's History Week. In 1987, Congress expanded the celebration to a month, and March was declared Women's History Month.



## HAVING TROUBLE WITH A CO-WORKER?

Try this win-win solution to resolving conflicts ...

Even the most easygoing people occasionally have disagreements with co-workers. But to keep these situations from turning into long-term problems that interfere with your work, you need to take swift and effective action to defuse the tension and get things back to normal. Here are some suggestions:

- **Try to remain calm.** If you let your anger get the best of you, the conflict will only escalate. Take a couple of deep breaths and get control of your anger before you speak.
- **Listen to the other person's side of the story.** After all there are always two sides to every confrontation. Hear out your co-worker. Ask questions to clarify the real issues in dispute.
- **Tell your side clearly and completely.** Use "I" statements rather than blaming the other person. Take responsibility for your part in the conflict. After all, it always takes two to make a conflict.
- **Focus on issues and behavior.** Don't get personal, and try to keep emotions in check. Focus on the facts and try to be objective.
- **Look for common ground.** No matter what the confrontation is about, there's usually something you and your co-worker can agree about. If all else fails, agree to disagree.
- **Deal with the present and the future.** Don't rake over past differences. Stick to the present situation and focus on how you can keep this kind of thing from happening again.



- **Keep the lines of communication open.** When people involved in a conflict stop talking, resentments harden and no progress can be made. So keep talking and keep listening even if an immediate solution to the problem doesn't emerge.

## BJACH "HEALTH" AWARENESS

In an effort to educate and encourage the benefits of healthy eating habits to the citizens of our community, the American Dietetics Association has declared March as National Nutrition Month. This is an opportunity for the dietetic community to reach out to the public through health fairs and lectures at the local schools and childcare centers. Also, we will be providing a nutrition article each week during the month of March to be printed in the post newspaper, The Guardian. Our first article begins today with a discussion of micronutrients.

### What, Exactly, Are Vitamins?

Nutrition textbooks dryly define vitamins as organic compounds that the body needs in small quantities for normal functioning.

Here's the translation:

Vitamins are nutrients you must get from food because your body can't make them from scratch.

You need only small amounts (that's why they are often referred to as micronutrients) because the body uses them without breaking them down. So far, 13 compounds have been classified as vitamins.

Vitamins A, D, E, and K, the four fat-soluble vitamins, tend to accumulate in the body. Vitamin C and the eight B vitamins (biotin, folate, niacin, pantothenic acid, riboflavin, thiamin, vitamin B6, and vitamin B12) dissolve in water, so excess amounts are excreted.

The "letter" vitamins sometimes go by different names. These include:

Vitamin A = retinol, retinaldehyde, retinoic acid

Vitamin B1 = thiamin

Vitamin B2 = riboflavin

Vitamin B6 = pyridoxine, pyridoxal, pyridoxamine

Vitamin B12 = cobalamin

Vitamin C = ascorbic acid

Vitamin D = calciferol

Vitamin E = tocopherol, tocotrienol

Vitamin K = phyloquinone

It is important to know that micronutrients (vitamins and minerals) do not provide you with energy.

Energy can only be derived from the foods you eat. These are known as macronutrients - carbohydrates and fats as well as protein but to a smaller extent. Choosing a diet with a large variety of foods from all of the different food groups can help to provide both the vitamins and energy needed to maintain good health.

**In recognition of National Nutrition Month, the Health Promotion Program and Nutrition Care Division will be providing Health Awareness Information at the Post Exchange on 11 & 25 March 2005 from 10 AM to 2 PM . For more information on nutrition, contact the Nutrition Care Division at 531-3129.**

**Parents can only give good advice or put them [children] on the right paths, but the final forming of a person's character lies in their own hands.**

**Anne Frank (1929-1945)**

## Protect Against Poisoning

Do you know which of the products you keep around your house are poisonous? Take this short quiz to assess your knowledge of poisonous products. Which of the household products listed below are potentially poisonous?

Alcoholic beverages  
ammonia  
antihistamines  
aspirin or aspirin substitutes  
bleach  
dishwashing liquid  
cough and cold medicines  
diet pills  
garden chemicals  
glass cleaner  
glue  
insecticide  
iron supplements  
laundry detergent  
laxatives  
lye  
painkillers  
rat poison  
rubbing alcohol

sleeping pills  
solvents and thinners  
toilet bowl cleaner  
vitamins

Answer: Every item on the list (as well as many items not included) is poisonous under the right circumstances, especially to small children. In fact, a leading cause of accidental poisoning in children is the ingestion of iron supplements. To protect your family from accidental poisoning, follow these tips:

### Storing and Handling Products

- Keep household products out of the reach of children and in out-of-reach cabinets with locks on them.
- Leave all unexpired medicines in their original containers with their labels intact.
- Throw out all expired prescription and over-the-counter medicines and containers on a regular basis.
- Throw out medicines that have crumbled to a powdery consistency or have changed odor or color.
- Ask for and buy only medicines with safety caps.
- Keep nonfood products, even vitamins, away from where food is stored or prepared.
- Avoid using products that contain lead or lead-based paint.

### Poisonproof Behavior

- Never leave children unattended around household products, even to answer the phone.
- Always read cautions on labels.
- Remove old, peeling paint that could find its way into a child's mouth.
- Never use food containers to hold poisonous products.
- Don't give or take medicines in the dark.
- Teach young children to always ask you first before putting anything in their mouth.
- "Even things that look good can poison you".

### In Case of Poisoning

- Keep the number of your local poison control center posted near all telephones in your house. NATIONAL POISON CONTROL 1 (800) 222-1222
- Seek medical attention immediately.

Please note that the use of syrup of ipecac to induce vomiting in children who have ingested a poisonous substance is no longer recommended by the American Academy of Pediatrics. For more information on this topic refer to the article "Questions

& Answers for Poison Treatment in the Home" at the following website:  
<<http://www.aap.org/advocacy/releases/novpoisonqanda.htm>>.

**In recognition of National Poison Prevention Month, the Health Promotion Program of the Department of Preventive Medicine located at BJACH will be providing Awareness Information on March 11 & 25 2005 from 10 A M until 1 P M at the Main Post Exchange.**

## ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. [ogles@polk.army.mil](mailto:ogles@polk.army.mil)
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

*//Original Signed//*  
**DONALD R. MALLETT**  
**Director, Civilian Personnel**  
**Advisory Center**